
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
TROOP D HEADQUARTERS

TITLE: Auto Technician I, II, or III

LOCATION: Springfield, MO

FACILITATOR: Lieutenant Brian E. Jones (417) 895-6767 ext.245
brian.jones@mshp.dps.mo.gov

DESCRIPTION: This Auto Technician I, II, or III position is assigned to the Troop D Headquarters in Springfield, Missouri. The work hours for this position will be 11:00 a.m. to 7:30 p.m. The official domicile for this position is Springfield, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position is responsible for the general repair and maintenance on patrol vehicles. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is usually performed under general supervision. (For a more detailed job description go to:
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

QUALIFICATIONS: **Auto Technician I:** Must be a high school graduate or possess a GED **AND** successful completion of a two-year automotive mechanics course or two years of experience in a position where the primary responsibility is automotive maintenance and repair. **Auto Technician II:** Same as an Auto Technician I **AND** possess at least one year of experience as an Auto Technician I or comparable experience. **Auto Technician III:** Same as an Auto Technician II **AND** possess at least two years of experience as an Auto Technician II or comparable experience.

SALARY RANGE: (Semi-monthly) **Automotive Technician I/II/III:** \$1,152.50 - \$1,612.50

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. **Resumes will not be accepted in lieu of the application.** Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of March 8, 2010. The tentative start date for these positions is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

*** Missouri State Highway Patrol***
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